



Rio Arriba County Detention Center (RACDC) POLICY 095 INMATE GRIEVANCE PROCESS

An inmate of the Rio Arriba County Detention facility shall have the right and means to report a grievance without fear of being subjected to any adverse action for doing so.

Procedure:

1. Detention officers shall provide inmates who wish to report a grievance with a copy of the inmate grievance form and an envelope.
2. Inmate grievance forms shall be completed by the inmate and addressed to the shift supervisor. Envelopes containing grievance forms shall not be opened or read by any detention officer.
3. Upon receiving the form, the shift supervisor shall conduct an investigation.
4. The shift supervisor shall provide a copy of his disposition of the grievance to the inmate filing grievance.
5. If the inmate disagrees with the disposition made by the shift supervisor on the grievance he may appeal the decision of the administrator. The administrator shall provide a copy of his disposition of the grievance to the residence filing the grievance.
6. If the inmate disagrees with the disposition made by the administration of the grievance, he/she may appeal the decision to a grievance committee.
7. The grievance committee shall consist of one staff member, one person involved in law enforcement and one person not involved with law enforcement or detention.
8. A meeting of a grievance committee shall be held to make a final decision.
9. The grievance committee shall:
 - a. Review the administration grievance investigation report and disposition.
 - b. Hear any additional information or rebuttal from the inmate reporting the grievance.
 - c. Discuss possible corrective action with the administration, if the situation warrants it.



Rio Arriba County Detention Center (RACDC) POLICY 095 INMATE GRIEVANCE PROCESS

d. Discuss a resolution of the grievance.

10. All records relating to the grievance shall be placed in the inmate's files.